



IMPORTANT NOTICE TO THE EXHIBITORS OF:

THE FLY FISHING SHOW LYNNWOOD CONVENTION CENTER - LYNNWOOD, WASHINGTON FEBRUARY 13-14, 2016

LCD Exposition Services is pleased to have been selected as the Official Service Contractor. Our goal is to help make your showing a complete success. Please see the attached forms for equipment and services available to you

Booth Package These items are provided at no additional cost to you:

Booth drapery (8' high backwall and 3' high side dividers) Booth size: 8 x 10

Show Facts

Show colors are forest green, black and white. The Lynnwood Convention Center is carpeted. Show hours are: Saturday, February 13th - 9 am to 5:30 pm; Sunday, February 14th - 9 am to 4:30 pm.

Important Dates

February 4, 2016	Advance order discount deadline - prepayment required
February 4, 2016	Last day for advance shipments to arrive at Warehouse without surcharges
Feb. 12th - 12 to 9 pm	Direct shipments may begin arriving at show site
Feb. 13th - 7 to 9 am	Last day direct shipments may arrive at show site
2/12-12-9pm;2/13-7-9am	Exhibitor Move-in
Feb. 13th @ 9 am	Event opens
Feb. 14th - 5 to 10 pm	Exhibitor Move-out

Policies

Recap and Payment Policy Form must accompany all orders!

Please fax or mail your order. Phone orders are not accepted.

Advance Order Pricing applies to orders received ***prepaid*** by **February 4, 2016**

No credit will be applied to substitutions or changes to the booth package.

Cancellations after installation are invoiced at 50% of original price

Contacts

Show Management: (For questions regarding space assignments, show policies, or event schedules)

**Jen Barkman
The Fly Fishing Show
(814) 443-3638**

Exhibitor Services: (For questions regarding booth furnishings, additional equipment or Freight Services)

**LCD Exposition Services
Phone: (509) 325-9656
Fax: (509) 325-9670**



THE FLY FISHING SHOW

FURNITURE ORDER FORM

MISCELLANEOUS BOOTH FURNITURE

Quantity		Prepaid Advance Order	Floor Order
_____	Side chair	\$16.00	\$21.00
_____	Arm chair	\$20.00	\$26.00
_____	Bar stool with backrest	\$40.00	\$52.00
_____	Wastebasket	\$9.00	\$11.00
_____	30" Diameter round pedestal table (w/ black linen) ...	\$45.00	\$58.00
_____	15" high 30" high 40" high		
_____	Easel	\$17.00	\$22.00
_____	Coat tree	\$25.00	\$32.00
_____	Deluxe chrome rope stand	\$17.00	\$22.00
_____	Deluxe rope for above, per lineal foot	\$1.10	\$1.40
_____	Aluminum rope stand	\$6.00	\$8.00

SPECIAL BOOTH DRAPERY

_____	8' high drapery, per lineal foot	\$5.00	\$6.00
_____	3' high drapery, per lineal foot	\$3.50	\$4.50
_____	12' high drapery, per lineal foot	\$7.00	\$9.00
_____	Framework only- per lin ft. ☐ 3'h ☐ 8'h ☐ 12'h	\$3.00	\$3.00
☐	Black	☐	Blue
☐	Burgundy	☐	Gold
☐	Red	☐	White
☐	Rust	☐	Light green
☐	Forest green		

FRAMED PERFORATED BOARD - 1/4" HOLES

_____	4'x8' Vertical single sided	\$65.00	\$83.00
_____	4'x8' Vertical double sided	\$80.00	\$99.00
_____	2'x8' Vertical single sided	\$50.00	\$63.00
_____	4'x8' Horizontal single sided	\$65.00	\$83.00
_____	4'x8' Horizontal double sided	\$80.00	\$99.00
_____	Color: ☐ White ☐ Brown		
_____	4'x8' Poster Board - Double sided	\$65.00	\$83.00

DRAPED TABLE TOP RISERS

Covered with white vinyl

_____	4' Table Riser, one step 10" wide	\$18.00	\$23.00
_____	6' Table Riser, one step 10" wide	\$23.00	\$29.00
_____	8' Table Riser, one step 10" wide	\$28.00	\$36.00
_____	4' Table Riser, two step 10" wide ea	\$28.00	\$36.00
_____	6' Table Riser, two step 10" wide ea	\$38.00	\$48.00
_____	8' Table Riser, two step 10" wide ea	\$48.00	\$59.00

SKIRTED WOOD TABLES & COUNTERS

Includes white vinyl top

Quantity		Prepaid Advance Order	Floor Order
_____	4' Wood table, 24" wide, 30" high	\$48.00	\$62.00
_____	6' Wood table, 24" wide, 30" high	\$53.00	\$69.00
_____	8' Wood table, 24" wide, 30" high	\$58.00	\$75.00
_____	4' Wood counter, 24" wide, 40" high ...	\$56.00	\$73.00
_____	6' Wood counter, 24" wide, 40" high ...	\$61.00	\$79.00
_____	8' Wood counter, 24" wide, 40" high ...	\$65.00	\$84.00
SKIRTING COLORS - please indicate choice:			
☐	Black	☐	Blue
☐	Burgundy	☐	Gold
☐	Red	☐	White
☐	Rust	☐	Light green
☐	Forest green		
_____	Skirting for 4th side, 30" high*	\$22.00	\$28.00
_____	Skirting for 4th side, 40" high*	\$25.00	\$32.00
_____	30" White vinyl, per lineal foot	\$1.10	\$1.40
*available as addition to 6' or 8' skirted tables only			

UNSKIRTED WOOD TABLES & COUNTERS

_____	4' Wood table, 24" wide, 30" high	\$26.00	\$34.00
_____	6' Wood table, 24" wide, 30" high	\$29.00	\$37.00
_____	8' Wood table, 24" wide, 30" high	\$32.00	\$41.00
_____	4' Wood counter, 24" wide, 40" high ...	\$31.00	\$40.00
_____	6' Wood counter, 24" wide, 40" high ...	\$34.00	\$43.00
_____	8' Wood counter, 24" wide, 40" high ...	\$37.00	\$47.00

SKIRTING FOR TABLES & COUNTERS

_____	4' Skirting - 4 sides - 30" high	\$26.00	\$34.00
_____	6' Skirting - 3 sides - 30" high	\$29.00	\$37.00
_____	8' Skirting - 3 sides - 30" high	\$32.00	\$41.00
_____	4' Skirting - 4 sides - 40" high	\$29.00	\$37.00
_____	6' Skirting - 3 sides - 40" high	\$32.00	\$40.00
_____	8' Skirting - 3 sides - 40" high	\$35.00	\$44.00

SKIRTING COLORS - please indicate choice:

☐	Black	☐	Blue
☐	Burgundy	☐	Gold
☐	Red	☐	White
☐	Rust	☐	Light green
☐	Forest green		

Total This Page: \$ _____

PLEASE SEE COVER LETTER
AND PAYMENT POLICY FORMS
FOR ORDER INSTRUCTIONS

EXHIBITOR _____

PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDERORDERED BY _____
(Please Print)



THE FLY FISHING SHOW

PLANTS, LIGHTS & LABOR ORDER FORM

PLANTS AND FLORAL SERVICES

Balloon Arrangements available - please call for quote

Live flowering plants and balloon bouquets are **purchases**. You may take them with you after the show.

All plants and balloons subject to a delivery charge.

**NOT AVAILABLE
FOR THIS
EVENT**

Quantity		Prepaid Advance Order	Floor Order
_____	6" Potted flowering plants	\$35.00	\$45.00
_____	Small floral arrangement	\$40.00	\$52.00
_____	Medium floral arrangement	\$65.00	\$84.00
_____	Large floral arrangement	\$80.00	\$104.00
_____	DELIVERY CHARGE	\$20.00	\$30.00

LIGHTS & EXTENSION CORDS

Quantity		Prepaid Advance Order	Floor Order
_____	50Watt display style spotlight stem telescopes from 22" to 32"	\$30.00	\$39.00
_____	500 Watt overhead floodlight	\$45.00	\$58.00
_____	150 Watt clamp-on floodlight	\$25.00	\$32.00
_____	25' Heavy duty extension cord	\$10.00	\$13.00
_____	6 outlet power strip	\$10.00	\$13.00

**ORDER ONLY IF YOU NEED EQUIPMENT IN ADDITION
TO PROVIDED EQUIPMENT**

EXHIBIT INSTALLATION SERVICE

We will require _____ men and approximately _____ hours to install our exhibit.

- ☐ Please supervise exhibit installation.
☐ Our representative will be present to supervise.

Schedule labor for: Date _____ Time _____

Supervisor _____

EXHIBIT DISMANTLING SERVICE

We will require _____ men and approximately _____ hours to dismantle our exhibit.

- ☐ Please supervise exhibit dismantling.
☐ Our representative will be present to supervise.

**If your representative will not be present to supervise
a surcharge of 25% of total labor cost will apply.**

LABOR RATES

Quantity		Straight Time	Over- time
_____	Man hours, one hour minimum	\$50.00	\$75.00
_____	Forklift and driver, 1/2 hour minimum ..	\$80.00	\$110.00

Please note: Straight time is from 8 AM to 5 PM weekdays.
Overtime applies before 8 AM and after 5 PM weekdays and
all day Saturday, Sunday and Holidays.

BOOTH CLEANING SERVICE

Includes daily vacuuming of carpet and emptying
of wastebaskets.

- ☐ Per sq. ft., ONCE before opening only
(100 sq. ft. minimum) @ 00.30/s.f. _____
☐ Per sq. ft., per day of show run
(100 sq. ft. minimum) @ 00.25/s.f. _____
☐ 500 s.f. \$ over, per day @ 00.12/s.f. _____

PAYMENT IN FULL MUST ACCOMPANY THIS ORDER!

Total This Page: \$ _____

PLEASE SEE COVER LETTER
AND PAYMENT POLICY FORMS
FOR ORDER INSTRUCTIONS

PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER

EXHIBITOR _____

ORDERED BY _____
(Please Print)

SIGNS, BANNERS, & DIGITAL GRAPHICS

STANDARD BOOTH SIGNS & SHOWCARDS

Digitally printed signs on white 1.2 mil cardstock.
Suitable for booth signs, smaller table top or easel signs.
Not recommended for photo quality output.

Qty	Standard Sizes	Prepaid Advance Order	Floor Order
_____	7" x 11"	\$20.00	\$26.00
_____	7" x 44"	\$25.00	\$32.00
_____	11" x 44"	\$28.00	\$36.00
_____	11" x 14"	\$25.00	\$32.00
_____	14" x 22"	\$30.00	\$39.00
_____	18" x 22"	\$33.00	\$43.00
_____	Add easel back for tabletop signs	\$8.00	

custom sizes available, please call for quote

Orientation: ☐  Horizontal ☐  Vertical ☐ Use our best judgement

FOAMCORE BACKED SIGNS

Digitally printed signs mounted on white foamcore.
Great for larger signs requiring a rigid backing.
High quality output up to 44"x96".

Qty	Standard Sizes	Advance Order	Floor Order
_____	7" x 11"	\$25.00	\$32.00
_____	7" x 44"	\$30.00	\$39.00
_____	11" x 44"	\$33.00	\$43.00
_____	11" x 14"	\$30.00	\$39.00
_____	14" x 22"	\$36.00	\$46.00
_____	18" x 22"	\$40.00	\$52.00
_____	22" x 28"	\$50.00	\$65.00
_____	28" x 44"	\$75.00	\$97.00
_____	44" x 60"	\$140.00	\$182.00
_____	44" x 96"	\$180.00	\$234.00
_____	Add easel back - for up to 22" x 28"	\$10.00	

custom sizes available, please call for quote

Orientation: ☐  Horizontal ☐  Vertical ☐ Use our best judgement

VINYL BANNERS

Digitally printed on white 15ml vinyl banner stock.
Only available as Advance Order.
Please note graphic guidelines below.

Includes hanging tabs on corners and every two feet.

Requested size	Advance Order
24" material - 3' minimum length	\$55.00
_____ each additional foot x \$7.00	_____
Total	_____
36" material - 2' minimum length	\$55.00
_____ each additional foot x \$9.00	_____
Total	_____
42" material - 3' minimum length	\$70.00
_____ each additional foot x \$10.00	_____
Total	_____

Orientation: ☐  Horizontal ☐  Vertical ☐ Use our best judgement

GRAPHICS GUIDELINES

Please attach instructions and sign copy including color of text.
Prices include up to 25 words - more intensive copy will be quoted separately.

For best results send vector graphics in .eps or Illustrator .ai format. Include all fonts or convert them to outlines.
Include any linked files or images.

For raster images .jpg, .tif, or photoshop .psd are acceptable at actual size at 100 dpi.

Please include a hard copy or .pdf file of your artwork.

Graphic Design services are available at the rate of \$50.00 per hour.

PLEASE SEE COVER LETTER
AND PAYMENT POLICY FORMS
FOR ORDER INSTRUCTIONS

PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER

TOTAL THIS PAGE \$ _____

EXHIBITOR _____

ORDERED BY _____
(Please Print)

PHONE OR
EMAIL _____

DISPLAY SYSTEM RENTAL FORM

10' FULL FLOOR DISPLAY UNIT

CONVERTS TO TABLE TOP

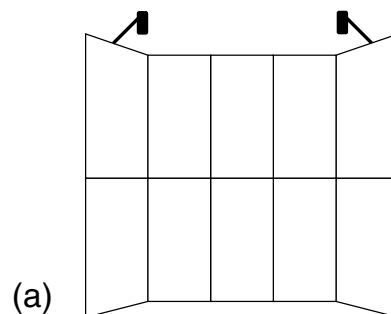
by INTEX - Gatefold design - top and bottom units stack

Reversible - either black or silver grey fabric - Velcro attachable

5 panels top and bottom 22.5" x 45.5" - 112.5"w x 91"h overall

Available configurations:

	Advance Order	Floor Order
___ (a) Full unit (includes 2 lights)	\$325.00	\$400.00
___ (c) 5 panel table top (no header)	\$200.00	\$250.00
___ Lights for table top	\$25.00	\$30.00
___ Labor to install (optional)	\$50.00	\$50.00
___ Labor to dismantle/repack (optional)	\$50.00	\$50.00



10' FULL FLOOR DISPLAY UNIT

CONVERTS TO TABLE TOP

by Featherlite - Gatefold design - top and bottom units stack

Reversible - either coal or silver fabric - Velcro attachable

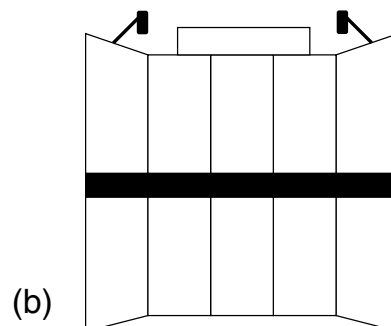
5 panels middle 8"h x 22"w

5 panels top and bottom 22" x 44" - 110"w x 96"h overall w/mid section

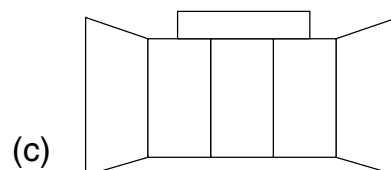
Header is 8"h x 44"w

Available configurations:

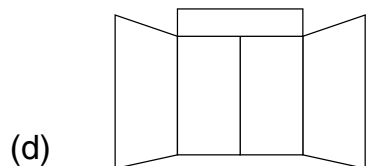
___ (b) Full unit (includes 2 lights)	\$325.00	\$400.00
___ (c) 5 panel table top with header	\$200.00	\$250.00
___ Lights for table top	\$25.00	\$30.00
___ Labor to install (optional)	\$50.00	\$50.00
___ Labor to dismantle/repack (optional)	\$50.00	\$50.00



(b)



(c)



(d)

6' TABLE TOP DISPLAY UNIT

by Featherlite - Gatefold design

Reversible - either blue or silver fabric - Velcro attachable

4 panels 22" x 44" - 88"w x 44"h overall

Header is 11"h x 44"w

___ (d) 4 panel table top (lights N/A)	\$160.00	\$190.00
___ Labor to install (optional)	\$50.00	\$50.00
___ Labor to dismantle/repack (optional)	\$50.00	\$50.00

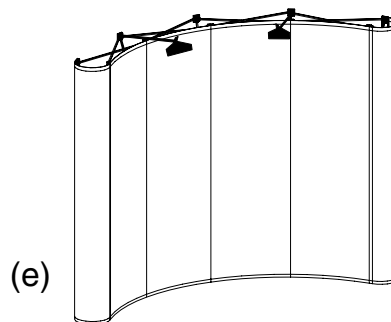
10' CURVED POP-UP DISPLAY

by Classic Displays

Black or Navy Blue fabric - Velcro attachable

Overall dimensions 90" high x 108" wide

___ (e) Pop-up display ☐ Black ☐ Navy	\$325.00	\$400.00
___ Labor to install (optional)	\$50.00	\$50.00
___ Labor to dismantle/repack (optional)	\$50.00	\$50.00



(e)

PLEASE SEE COVER LETTER
AND PAYMENT POLICY FORMS
FOR ORDER INSTRUCTIONS

Total This Page: \$ _____

PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER

EXHIBITOR _____

ORDERED BY _____

(Please Print)

Quantities limited - please order early



SHIPPING AND DRAYAGE INFORMATION

THE EXHIBIT FACILITY **WILL NOT** ACCEPT ADVANCE SHIPMENTS

GENERAL INFORMATION

- ❖ Direct shipments to the exhibit facility will only be accepted during move in hours, and are subject to handling charges unless your representative is available to sign for delivery
- ❖ If you wish LCD Exposition Services to assist you with your freight handling needs, your shipments should be addressed as follows:

TO: (Your company name)

FOR: THE FLY FISHING SHOW

Booth #

**C/O: LCD Exposition Services
220 E Augusta Ave
Spokane, WA 99207**

- ❖ Please mark your shipment with your booth number if known.
- ❖ **All shipments must be prepaid. Collect shipments will be refused!**
- ❖ Warehouse shipments received after **February 4, 2016** will be subject to 25% surcharge.
- ❖ International shipments must include the required documents for return shipping. Your customs broker can supply these documents. Lack of documents will delay return shipping.
- ❖ Copies of all bills of lading should be sent to LCD Exposition Services at time of shipment.
- ❖ *Freight handling charges are exempt from sales tax.*
- ❖ Outbound UPS shipments will be charged an additional handling fee of \$5.00 per piece, with a minimum charge of \$15.00 per shipment.
- ❖ Freight handling will be charged in 100# increments based on actual weight.
- ❖ All freight handling services must be guaranteed with a credit card
- ❖ **Attention Fedex Ground Customers:** *Fedex Ground does not allow collect or third party billing. We cannot process outbound Fedex Ground Shipments unless you provide your own prepaid return shipment labels. This restriction does not apply to Fedex Express (air) shipments.*

LIABILITY LIMITATIONS:

LILAC CITY DECORATORS, INC. as LCD Exposition Services (LCD) shall not be responsible for damage to uncrated materials, to materials improperly packed, for concealed damage, or for loss or theft of materials after delivery to booth or before materials have been picked up for loading from the exhibit site. LCD will not be responsible for shipments left in booth by exhibitor, and all shipments will be counted and shipped as found by LCD. LCD WILL ROUTE ALL FREIGHT UNLESS ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with LCD, or which have not been removed from the exhibit area on move out day will be routed to our warehouse, at exhibitor expense, to await disposition. LCD reserves the right to route exhibit materials via an alternate carrier in the event the designated carrier fails to pick up the shipment within a reasonable time after the close of the show.

The liability of LILAC CITY DECORATORS, INC. is limited to \$00.50 per pound per article, with a maximum of \$50.00 per item. Values exceeding this limitation should be insured by the exhibitor.



FREIGHT SERVICE ORDER FORM

MATERIAL HANDLING RATE SCHEDULE *All Charges Based on Actual Weight in 100# Increments*

ADVANCE RECEIVING AT WAREHOUSE: (INCLUDES RETURN SHIPPING) ALL SHIPMENTS MUST BE PREPAID!
Receipt of shipment from carriers prior to move in date and storage up to 30 days; delivery to booth; removal, storage & return of empty containers when necessary; delivery from booth to carrier at close of show. Includes loading equipment and labor.

NOTICE: Shipments received after **February 4, 2016** subject to **25% additional handling fee**

Under 100# total shipment weight	\$75.00	minimum charge	_____
100# & over	\$50.00 per 100# - 200# minimum	_____	_____

RECEIVING AT EXHIBIT HALL: (INCLUDES RETURN SHIPPING) ALL SHIPMENTS MUST BE PREPAID!
Receipt of shipment at exhibit site on move in date only; delivery to booth; removal, storage & return of empty containers when required; delivery from booth to carrier at close of show. Includes loading equipment and labor.

Under 100# total shipment weight	\$75.00	minimum charge	_____
100# & over	\$45.00 per 100# - 200# minimum	_____	_____

OUTBOUND SHIPPING ONLY: Delivery from booth to carrier at close of show. Includes loading equipment & labor plus bills of lading and shipping labels

\$35.00 per 100# - 200# minimum

UPS OUTBOUND SHIPPING SURCHARGE: Applies to return shipping of materials received at our warehouse or direct to showsite as well as outbound only shipments. ***This is in addition to material handling charges as detailed above.***

\$5.00 per piece (\$15.00 minimum charge) (no. pcs. x \$5.00)

PLEASE PROVIDE YOUR UPS ACCOUNT # HERE:

SPECIAL HANDLING / STORAGE: Applies to loose / uncrated shipments or any shipments requiring return to our warehouse for shipping or customer pickup. Includes up to one week storage. These charges are in addition to any other services ordered.

Charge per 100# \$25.00 - \$60.00 minimum

SHIPMENTS TO THE SHOW

Total This Page: _____

Shipped from (city) _____ Carrier _____ Pro no. _____

Shipping Date _____ Total number of pieces _____ Total weight of shipments _____

Show representative _____ Telephone _____

IMPORTANT: in order to trace shipments we must have the name of carrier and assigned bill of lading number - "PRO NO."

REFORWARDING INSTRUCTIONS

Ship to _____
(name) (street address)

City, State, Zip _____ ☐ Prepaid ☐ Collect

Description _____ Number of pieces _____

Forward Via ☐ Motor Freight ☐ Air Freight ☐ UPS ☐ Fed Ex* ☐ Other _____

* **Fedex Ground Customers:** You must provide your own prepaid return labels for Fedex Ground due to their billing restrictions.

SPECIAL INSTRUCTIONS (Expedited shipping, Insurance, etc.):

PAYMENT POLICY / RECAP FORM
MUST ACCOMPANY THIS ORDER

EXHIBITOR _____ BOOTH# _____

ALL FREIGHT HANDLING CHARGES
MUST BE GUARANTEED WITH A
CREDIT CARD

ORDERED BY _____
(Please Print)